

ARIZONA CORPORATION COMMISSION
CREATING A CORPORATION OR LIMITED LIABILITY COMPANY
QUESTION AND ANSWERS

QUESTION: HOW DO I FILE?

ANSWER: Visit the Commission's Corporation Division and select the proper forms to complete, fill them out, sign and turn them in with the appropriate monies. Another option is to contact legal counsel to prepare papers for you. It is suggested that you check with the name reservation desk, # 602-542-3230, to see if the name you have chosen for the new entity is available. Corporate and limited liability company names can be reserved for 120 days for a fee of \$10.

QUESTION: WHERE DO I FILE?

ANSWER: Turn in the completed documentation to the Corporations Division of the Arizona Corporation Commission:

PHOENIX OFFICE	TUCSON OFFICE
1300 W. Washington, 1st floor Phoenix, AZ 85007	400 W. Congress Street Tucson, AZ 85701
Hours are Monday - Friday, 8 a.m. - 5 p.m., except holidays.	

Additionally, the Corporations Division accepts fax filings. The fax number for corporate filings is 602-542-4100. Those who use this option must make arrangements for the payment of the necessary fees. Typically, fax filers have set-up Money on Deposit (MOD) accounts with the Commission or have a runner drop off a check.

QUESTION: HOW DO I DETERMINE WHICH TYPE OF FORMS TO USE?

ANSWER: Consult with legal counsel and financial consultants to determine which business entity is best for you. Commission staff cannot give legal or tax advice. The "Business Corporation Act" booklet is available from the Commission (\$5.00). This book has information and recites statutes that pertain to Arizona Revised Statutes, Title 10, governing business corporations. Should you decide to create a corporation or limited liability company, you must then file with the Corporations Division of the Commission. Entities from Arizona need DOMESTIC forms. Entities based primarily out of Arizona who transact business in Arizona, need FOREIGN forms. Entities which are nonprofit in nature need NONPROFIT versions of the forms.

QUESTION: WHAT PROCESS SHOULD I USE TO MAKE SURE THAT THE DOCUMENTS ARE CORRECT THE FIRST TIME THEY ARE SUBMITTED?

ANSWER: We suggest that both legal counsel and those who are filling out the forms by themselves use the checklist that is part of this material. They should thoroughly read the directions and follow them as they complete the documents.

QUESTION: HOW MUCH DOES IT COST TO INCORPORATE?

ANSWER: The answer depends on what type of entity is being created and if extra services are required.

CHOOSE ONE:	
Articles of Incorporation (profit)	\$60.00
Nonprofit Articles of Incorporation (nonprofit)	\$40.00
Application for Authority (foreign, profit)	\$175.00
Application for Authority to Conduct Affairs (foreign, nonprofit)	\$175.00

Extras:	
Application for name reservation	\$10.00
Expedited Service	\$35.00
Other Available Services for Corporations:	
Amendment of Articles of Incorporation	\$25.00
Restatement of Articles of Incorporation w/ Amendment of Articles	\$25.00
Amendment of Articles	\$25.00
Articles of Merger or Share Exchange	\$100.00
Articles of Dissolution	\$25.00
Application for Withdrawal	\$25.00
Articles of Domestication	\$100.00
Articles of Revocation of Dissolution	\$25.00
Application for Reinstatement following Administrative Dissolution, Plus, Other Fees and Penalties Due From a Business Corporation	\$100.00
Application for Reinstatement following Administrative Dissolution, Plus, Other Fees and Penalties Due From a Nonprofit Corporation	\$25.00
Articles of Correction	\$25.00
Application for Renewal of Registered Name	\$10.00
Application for Use of Indistinguishable Name	\$10.00
Agent's Statement of Resignation	\$10.00
Service of Process	\$25.00
Penalty for Foreign Corporations Which Fail to File with Commission, an Amendment, Restated Articles Which Include an Amendment, or Articles of Merger Within 60 Days of Filing Date in the Domicile State or Jurisdiction	\$100.00
Certificate of Good Standing	\$10.00
Certified Documents	\$5.00 + \$.50 per page
Statements of Certification	\$10.00
Copies of Documents on File	\$.50 per page

QUESTION: HOW MUCH DOES IT COST TO CREATE A LIMITED LIABILITY COMPANY?

ANSWER: The answer depends on what type of limited liability company is being created and if extra services are required.

CHOOSE ONE:	
Articles of Organization (Domestic)	\$50.00
Application for Registration of (Foreign) Limited Liability Company	\$150.00
Extras:	
Application for Name Reservation	\$10.00
Expedited Service	\$35.00
Other Available Services for Limited Liability Companies:	
Amendment to Articles of Organization	\$25.00
Articles of Termination (Certificate of Termination Included)	\$35.00
Certificate for any purpose	\$10.00
Notice of Winding Up	\$25.00
Articles of Merger(Certificate of Merger Included)	\$50.00
Written Information	\$10.00
Copy of any document	\$5.00 + .50 per page
Transfer/Cancellation of Name Reservation	\$10.00
Statement of Change of Address of registered office or statutory agent or both	\$5.00
Service of Process on the Commission	\$25.00